

Sending Money, Mail and Property to WCI Inmates

Sending Money:

To send a WCI inmate money, it has to be in the form of a money order or cashier's check. Do NOT include any letters/card or any type of correspondence besides the money. The money order/cashier's check must include the inmate's full name and DOC number and it must include the sender's name. Money must be sent to the following address:

Inmate Name and DOC Number
WCI Business Office
P.O. Box 247
Waupun, WI 53963-0247

Sending Mail:

Inmate mail, correspondence, cards and letters should be sent to the address below.
Do NOT include money when sending mail to this address.

Inmate Name and DOC Number
Waupun Correctional Institution
P.O. Box 351
Waupun, WI 53963-0351

Sending Property:

To send a WCI inmate property, you must follow the Department of Corrections policies on approved property and limits, and purchase items from available vendor catalogs. All property must be shipped directly from a retail store with a receipt. No property items can come in during visits.

Vendor catalog contact information:

Union Supply Direct
Dept. 500 P.O. Box 309
Groveport, OH 43125-0309
Toll free: 1-855-247-6093
Fax: 1-866-401-5085
Web: www.wiinmatepackage.com

Jack L. Marcus
5300 W. Fond du Lac Ave.
Milwaukee, WI 53216-1348
Toll free: 1-800-236-2611
Fax: 1-800-643-9992
Web: www.JLMarcusWisconsin.com

Packages for inmates sent via U.P.S./Federal Express should be sent to:

Inmate Name and DOC Number
Waupun Correctional Institution
396 S. Drummond St.
Waupun, WI 53963

Commercial carriers will not deliver to a post office box.